**Civilian Human Resources
Training Application System**

Release V Overview
Individual Development Plan (IDP)

30 September 2008

Overview

- CHRTAS Release V (IDP) Features: (Feb 08)
  - Supervisor approval workflow
  - Review/Add/Edit Capability
    - Student
    - Supervisor
  - Automated Graduation Tracking
    - CES and CHRA course entries

Overview

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- New features for 30 Sep 08 IOC:
  - Career oriented fields added to employee profile
    - NSPS rating period, career field, career program, career information, certification level
  - Employee profile view added to IDP
  - Added Education, OJT, Developmental Activities, Other Training, and Skillport types to IDP
  - Data fields added to IDP to capture projected training costs per entry
  - Employee Training History accessible via IDP to Employee and Supervisor
  - Link to CPOL to access MyBiz and MyTraining from IDP
  - Career and short/long-term goals added to IDP

IDP Definition Process

- **IDP Definition Process:**
  - Employee adds course(s) to IDP and submits for approval
  - CHRTAS sends e-mail notification to Supervisor
  - Supervisor reviews Employee IDP, adds course(s) as necessary, and approves/disapproves IDP
  - CHRTAS sends e-mail approval/disapproval notification to Employee
  - Employee reviews IDP and provided approval/disapproval comments

IDP Review Process

- **IDP Review Process:**
  - Employee opens IDP to view IDP course information such as…
    - IDP approval info
      - Date of last IDP submission
      - Date of last IDP approval
      - Supervisor approval comments
    - IDP course entry info
      - Source of the entry on the IDP (Employee or Supervisor)
      - Target completion date/time frame
      - Status

IDP Update Process

- **IDP Update Process:**
  - Employee opens IDP to…
    - Review current IDP entries
    - Enter Completion Date (Other Courses)
    - Add new course(s) to IDP
    - Delete courses previously added by the employee that are no longer applicable
    - Submit updated IDP for approval

New Profile Features

EMPLOYEE

Profile – Career Data Fields

Civilian Human Resources Training Application System

Highest Education Level * : BACHELOR'S DEGREE

Duty Position Title * : Tester

Career Field:

Career Program * : PUBLIC AFFAIRS & COMMUNICATIONS MEDIA

Career Info: JOURNEYMAN

Certification Level Achieved: 1

FOR ACTIVE MILITARY MEMBERS: Select Rank

Rank:

Enlisted MOS with Skill Level / Warrant MOS

Officer Branch:

FOR CIVILIAN EMPLOYEES: Select an entry for your Pay Plan, Job Series, and Pay Grade, e.g., GS-0334-13
FOR CONTRACTORS: Select CI as your Pay Plan, 0CON as your Job Series and 11 as your Pay Grade.

Pay Plan * : YA   Job Series * : 0030 [Click on hyperlink for table] Pay Grade * : 01

Period covered per NSPS rating period:

Start Date Oct 01 2007 End Date Sep 30 2008

Verify Your Completed Training:

> Values are manually entered. Career Field and Career Program list was created using CPOL.

> NSPS Rating Period only visible when NSPS pay plan is selected. System defaults to next period, but employee is able to adjust as necessary.

IDP Features

EMPLOYEE

CHRTAS – Employee Entry Page

IDP View - Top

Instructions:
- This page shows a list of courses that were added by you a[...] Pending Approval.) to add more
- If your IDP status is approved, you can click on the Update [...]
courses.
- If your IDP status is Pending Approval, you can not add any [...] an email notification once you IDP is approved.

Quick Links to employee goals, training history, DoD Mandatory Training list, and CPOL for MyBiz and MyTraining

Add/Edit IDP Goals
View Training History
DOD Mandatory Training
Go to MyBiz and MyTraining

IDP Information Update
[+] **Name:** SMITH, 3 **Suffix:** **Email:** cory.donohue@asmr.com
Position Title: TESTER **Grade:** 02 **Pay Band:** YA **Series:** 0030 **Country:** USA

[+] **Army Command:** SEC ARMY STAFF/JT STAFF **Duty Location:** 6th Area Support Group - Stuttgart

IDP Approved: 11 Sep 2008 **IDP Submitted:** 31 Jan 2008

Click [+] to expand / collapse additional information

Expandable, read-only view of select employee profile data.

IDP View – Expanded Profile

Add/Edit IDP Goals
View Training History
DOD Mandatory Training
Go to MyBiz and MyTraining

IDP Information Update

[+] **Name:** SMITH, 3 **Suffix:** **Email:** cory.donohue@asmr.com
Position Title: TESTER **Grade:** 02 **Pay Band:** YA **Series:** 0030 **Country:** USA
Commercial Phone: (555) 555-5555 **Extension:** **DSN Phone:** 5555555 **Extension:**
Supervisor Name: BOSS **Supervisor Email:** ggarrison@asmr.com
Supervisor Comments:

[+] **Army Command:** SEC ARMY STAFF/JT STAFF **Duty Location:** 6th Area Support Group - Stuttgart
Organization Address: 123 ORANGE WAY **City:** FAIRFAX **State and Zip:** VA 22031
Career Field: **Career Program:** 22 **Career Info:** JOURNEYMAN **Certification Level Achieved:** 1
NSPS Start Date: 01 Oct 2007 **NSPS End Date:** 30 Sep 2008

IDP Approved: 11 Sep 2008 **IDP Submitted:** 31 Jan 2008

Click [+] to expand / collapse additional information

View with both sections expanded

NSPS Rating Period only displayed if NSPS pay plan defined in employee profile

Employee Goals

You can add or edit your IDP goals here. Click on Save Changes button to save them.

Career Goal:
(timestamp auto generated - 1000 character limit)

Lucy's test 1

Short-Term Goal:
(timestamp auto generated - 1000 character limit)

Lucy's test 2

Long-Term Goal:
(timestamp auto generated - 1000 character limit)

Lucy's test 3

Save Changes   Return

IDP View - Bottom

IDP Approved: 11 Sep 2008   IDP Submitted: 31 Jan 2008

Click [+] to expand / collapse additional information

Show All Courses ● **Show Not Completed Courses** ○ **Show Completed Courses** ○

Source	Course	Course Title	Course Type	Date or FY	Completed	Notes
Employee Added	BC	Basic Course	CES	21 Sep 2007	Yes - 21 Sep 2007	📄
Employee Added	T666	Project Web Access	Developmental Activities	11 Sep 2008	Yes ▾ 11 Sep 2008 ▾	📄
Employee Added	253366_ENG	Configure Security For Windows Sharepoint Ser	Skillport		No ▾ ▾	📄
Employee Added	D8AMP0	Project Management	CHRA	FY 2008	No	📄
Employee Added	XO8APM	Project Management	CHRA	FY 2010	No - has application pending	📄
Employee Added	555	Atrrs 101	Education	FY 2009	No ▾ ▾	📄

Save Changes

Update IDP

Courses

These are the courses/development elements in your IDP. Please specify a date or fiscal year that you plan to begin each element.

Del	Source	Course	Course Title	Course Type	Date or FY			Status	Notes
X	Employee Added	BC	Basic Course	CES	21 Sep 2007	Or		Completed	📄
X	Employee Added	T666	Project Web Access	Developmental Activities	11 Sep 2008	Or		Completed	📄
X	Employee Added	253366_ENG	CONFIGURE SECURITY FOR WINDOWS SHAREPOINT SER	Skillport		▼ Or			📄
X	Employee Added			CHRA		▼ Or	2008	Course Schedule	📄
X	Employee Added			CHRA		▼ Or	2010	Course Schedule	📄
X	Employee Added			Education		▼ Or	2009		📄

Click to Add Another Course or Training Activity

Add Another Course

Submit

Categories

| Employee Added | 555 | ATRRS 101 | | Education | ▾ | Or | 2009 ▾ | 🖹 |

Add Additional Course

Click on the radio button to change the courses list. If you choose "Education, OJT, Developmental Activities and Other Training", Course Number and Course Title are required. Once you are ready to add, click on Add button.

○ CES Course ● CHRA Course ○ Education ○ OJT ○ Developmental Activities ○ Other Training ○ Skillport

Course: School/Region: Must select a school/region first ▾

Training Materials Cost (Required): _____ (If the co... e enter 0 here.)

Training Travel Cost (Required): _____ (If the cost is 0

CES, CHRA and Skillport are fully integrated. Education, OJT, Developmental Activities, and Other Training categories also available.

Projected Costs

Advanced Course

☐ Continuing Education for Senior Leadership

Training Materials Cost (Required): [   ] (If the cost is 0, please enter 0 here.)

Training Travel Cost (Required): [   ] (If the cost is 0, please enter 0 here.)

Travel Mode (Only required when the travel cost is greater than 0.): [▾]

Training Per Diem Cost (Required): [   ] (If the cost is 0, please enter 0 here.)

Training Tuition and Fees Cost (Required): [   ] (If the cost is 0, please enter 0 here.)

Training Nongovernment Contribution Cost (Required): [   ] (If the cost is 0, please enter 0 here.)

Other Costs (Required): [   ] (If the cost is 0, please enter 0 here.)

Notes (Optional):

[   ]

> - Commercial Air, Auto, Bus, Rail
> - Government Auto, Plane
> - Private Auto

> New fields capture projected training costs. Fields are required for each entry added to the IDP.

Skillport Integration

Add Additional Course

Click on the radio button to change the courses list. If you choose "Education, OJT, Developmental Activities and Other Training", Course Number and Course Title are required. Once you are ready to add, click on Add button.

○ CES Course   ○ CHRA Course   ○ Education   ○ OJT   ○ Developmental Activities   ○ Other Training   ⦿ Skillport

Course Title: (Enter the course title that you want to search for, then click on the "Search" button.)

`leader`   [Search]

Please click the radio button next to the course that you want to add to your IDP.

- ○ CHANGE LEADERSHIP
- ○ COMMUNICATING AS A LEADER
- ○ COMMUNICATION AND LEADERSHIP
- ○ COMMUNICATION SKILLS FOR LEADERSHIP
- ⦿ DYNAMICS OF LEADERSHIP
- ○ FACILITATIVE LEADERSHIP
- ○ FROM TECHNICAL PROFESSIONAL TO LEADERSHIP SIM
- ○ GOING FROM MANAGEMENT TO LEADERSHIP SIMULATIO
- ○ GROWING FROM A MANAGER TO A LEADER SIMULATION
- ○ GROWING FROM MANAGEMENT INTO LEADERSHIP SIMUL
- ○ INBOUND CALL CENTER MANAGEMENT: LEADERSHIP

Training Materials Cost (Required): [   ] (If the cost is 0, please enter 0 here.)

> Enter title text and click Search button to display filtered list from Skillport course catalog. Select course to add to IDP.

Add Course to IDP (CES)

☒ Employee Added	D8AMP0	PROJECT MANAGEMENT	▢ ▼	Or	2008 ▾	Course Schedule

Add Additional Course

Click on the radio button to change the courses list. If you choose "Other Course", Course Number and Course Title are required. Once you are ready to add, click on Add button.

◉ CES Course ○ CHRA Course ○ Other Course

Identify the type of CES training

◉ **DL and Resident Course Combination** is required for those supervisors/managers who per the CES Policy and Matrix meet the eligibility requirements for CES training. You must complete the dl course before you can attend the resident course. Bother must be completed to obtain course credit.

○ **DL Only (Self Development)** is an individual responsibility to identify requirements based on self-assessment and feedback focusing on maximizing leader strengths, reducing weakness and achieving individual leader development goals. The applicant may or may not meet the eligibility requirements for the resident course. DL can be requested separate from the resident course. DL is available to all civilian employees.

☑ DL and Resident Course Combination
☑ Foundation Course
☑ Basic Course
☑ Intermediate Course
☑ Advanced Course

Notes (Optional)

Just added all DL and Resident course combinations. IDP already had FC, BC, and IC DLs.

You have 263 characters remaining

Add

Submit

Selecting DL and Resident Course Combination checkbox selects all courses – Same for DL Only option. Click Add to add course to IDP.

Add Course to IDP (CHRA)

Add Additional Course

Click on the radio button to change the courses list. If you choose "Other Course", Course Number and Course Title are required. Once you are ready to add, click on Add button.

○ CES Course   ◉ CHRA Course   ○ Other Course

Course: School/Region: Must select a school/region first ▾

Notes (O

You have

Add

Add Additional Course

Click on the radio button to change the courses list. If you choose "Other Course", Course Number and Course Title are required. Once you are ready to add, click on Add button.

○ CES Course   ◉ CHRA Course   ○ Other Course

Course: School/Region: 0104-NORTH EAST AREA ▾
CHRA Course: [   ] ▾

Notes (Optional)

You have 35

Add

Add Additional Course

Click on the radio button to change the courses list. If you choose "Other Course", Course Number and Course Title are required. Once you are ready to add, click on Add button.

○ CES Course   ◉ CHRA Course   ○ Other Course

Course: School/Region: 0104-NORTH EAST AREA ▾
CHRA Course: CODING PERSONNEL ACTIONS ▾

Notes (Optional)

I need to take this course.

You have 323 characters remaining

Add

Submit

- CHRA courses are added by first selecting the desired School / Region and then the applicable course
- Notes section keeps track of characters remaining while typing
- Click Add button to add course to IDP.

Submit IDP

Note: The CHRA course has been added to the IDP display, and clicking the Notes ICON confirms successful capturing of this provided information.

- Click Submit to send IDP to Supervisor for approval.

Successful IDP Submission

| Civilian Human Resource Training Application System - CHRTAS | Main Menu | Sign Out |

2/14/2008

<< Back to Review IDP

Instructions: Please click on << Back to Review IDP link to review your IDP.

Your IDP has been submitted to your supervisor. Once it's approved, you will recieve an email notification.

Employee IDP Review

2/14/2008

Instructions:
- This page shows a list of courses that were added by you along with the course(s) added by your supervisor.
- If your IDP status is approved, you can click on the Update link(It is next to IDP Information but it is invisible if the IDP status is currently Pending Approval.) to add more courses.
- If your IDP status is Pending Approval, you can not add any more course until your IDP is approved by your supervisor. You will recieve an email notification once you IDP is approved.

IDP Information

**Name:** JONES, LES   **Submitted:** 24 Jan 2008   **Supervisor Comments:**

Email: lliu@asmr.com   **Approved:** Pending Approval

Show All Courses ● Show Not Completed Courses ● Show Completed Courses ●

Source	Course	Course Title	Date or FY	Completed	Notes
Supervisor Added	ASM Health Training	Wellness	FY 2008	No	
Supervisor Added	IC DL	Intermediate Course - (dl)	FY 2008	No	
Supervisor Added	J8ABA0	Budget Analysis Workshop	FY 2008	No	
Supervisor Added	FC DL	Foundation Course - (dl)	FY 2008	No	
Supervisor Added	BC DL	Basic Course - (dl)	FY 2008	No	
Employee Added	AC	Advanced Course	FY 2008	No	
Employee Added	AC DL	Advanced Course - (dl)	FY 2008	No	
Employee Added	NB7APPA	Nsps Pay Pool Administrator Workshop	FY 2008	No	
Employee Added	FB8ACP4AA8	Coding Personnel Actions	FY 2008	No	
Employee Added	IC	Intermediate Course	FY 2008	No	
Employee Added	D8AMP0	Project Management	FY 2008	No	
Employee Added	BC	Basic Course	FY 2008	No	

<u>Note</u>: Unable to remove or add while the IDP is pending Supervisor approval. However, can still view notes and search for and submit application for available classes.

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IDP Course Search

Note: Course search page is opened in a new window to allow the employee to remain in IDP. Closing the new window returns you to CHRTAS IDP.

The opening of the Course Search page can be done in two ways:
- Student is reviewing a Pending IDP
    - When finding a course and clicking on a class the Date of that class gets populated in the IDP field

- Student is reviewing an Approved IDP
    - Student can go directly to apply. Once the application is done the IDP will show that the student has a pending application

IDP Course Search (Cont'd)

2/13/2008

CHRTAS Application System

Select an FY and Course from the lists below.

Find A Course

Perform the steps below to find a course.

Step One:

The first step is to select a fiscal year by first clicking on the drop-down arrow and then clicking on one of the listed years.

FY: 2008

Step Two:

Select the training type.

- ● Civilian HR Training
- ○ Civilian Education System (CES)

Step Three:

The next step is to select the region.

Region: Select a region...

Step Four:

In order to select a course, first click on the drop-down arrow. You can then click on the scroll bar to find the appropriate course. If you are having difficulty locating your desired course, you may select the "course search" option or click here to search for a course.

Course: Select a region first...

Step Five:

The last step is to press the Search button.

Search

IDP Features

SUPERVISOR

CHRTAS – Supervisor Entry Page

Civilian Human Resources Training Application System

CHRTAS Application System

Supervisor Menu

Training Applications
- Approve / Review CHR Training Applications

Click to review submitted IDPs

Individual Development Pla
- IDP Management
- IDP Reports

Training History
- Pending Training History Requests
- Approved Training History Requests
- Disapproved Training Histo Requests

Click to access employee IDP status report

Supervisor – Pending IDP List

Civilian Human Resource Training Application System - CHRTAS		Sign Out

2/14/2008

Click on an employee's name to review their IDP. Click on the X image to delete the course. The suervisor can only deleted the course added by himself/herself.

Click here to assign a course to the multiple pending employees.

IDPs Pending Your Review

Name	IDP Submit Date	Employee Email
AVEY, MARK S	24 Jan 2008	aitasstu@asmr.com
CRONIN , ROBERT E	07 Feb 2008	aitasstu@asmr.com
JONES, LES	14 Feb 2008	lliu@asmr.com
KENANIDIS , MINAS	24 Jan 2008	
KOLLER , ALBIN	24 Jan 2008	
TOWNSEND , INGEBORG	24 Jan 2008	

Supervisor can review and assign courses to individual pending IDPs, and can assign courses to multiple pending IDPs.

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Supervisor – Employee Review (Top)

Civilian Human Resources Training Application System

9/15/2008

Go To Main Page

You can approve or disapprove the student's IDP here, as well as add additional courses. Click on the X image to delete the course. If you do not concur with courses that the employee has added, please add comments to why you disagree and click the 'Disapprove' button to send the IDP back to the employee for correction.

View Training History
DOD Mandatory Training
Go to MyBiz and MyTraining

Employee Information
[+] **Name:** AVEY, MARK S   **Suffix:**   **Email:** aitasstu@asmr.com
Position Title: **Grade:** 05   **Pay Band:** W   **Series:** 140B   **Country:** USA

[+] **Army Command:** ARMY MATERIEL COMMAND (AMC)   **Duty Location:** CDR, U.S. Army Yuma Proving Ground

IDP Approved: **IDP Submitted:** 24 Jan 2008

Click [+] to expand / collapse additional information

Supervisor has expandable view of employee profile data, and access to employee's training history.

Supervisor – Employee Review (Bottom)

Click [+] to expand / collapse additional information

Courses

Del	Source	Course	Course Title	Course Type	Date or FY	Completed	Notes	Newly Updated
X	Supervisor Added	TEAM0170	PARTICIPATING IN TEAMS SIMULATION	Skillport	FY 2008	No	📄	Yes
X	Supervisor Added	666	Advanced Ball Room Dancing	OJT	FY 2008	No	📄	Yes
X	Supervisor Added	555	ATRRS 101	Developmental Activities	FY 2008	No	📄	Yes

Add Another Course

Comments (Optional):

Approve **Disapprove** **<< Return to IDP Management**

Note: Supervisor can remove "Supervisor Added" courses only, or add new courses prior to approval/disapproval.

Supervisor – Add Course to IDP

Add A New Course

Click on the radio button to change the courses list. If you choose "Education, OJT, Developmental Activities and Other Training", Course Number and Course Title are required. The "Date or FY" must be selected for all course types.

⦿ CES Course ○ CHRA Course ○ Education ○ OJT ○ Developmental Activities ○ Other Training ○ Skillport

Identify the type of CES training

⦿ **DL and Resident Course Combination** is required for those supervisors/managers who per the CES Policy and Matrix meet the eligibility requirements for CES training. You must complete the dl course before you can attend the resident course. Bother must be completed to obtain course credit.

○ **DL Only (Self Development)** is an individual responsibility to identify requirements based on self-assessment and feedback focusing on maximizing leader strengths, reducing weakness and achieving individual leader development goals. The applicant may or may not meet the eligibility requirements for the resident course. DL can be requested separate from the resident course. DL is available to all civilian employees.

☐ DL and Resident Course Combination
☐ Foundation Course
☐ Basic Course
☐ Intermediate Course
☐ Advanced Course
☐ Continuing Education for Senior Leadership

Date or FY: _____ ▾ Or _____ ▾

Note: Add process is same as for employee.

Supervisor – Add to Multiple IDPs

☐ Intermediate Course
☐ Advanced Course

Date or FY: [_____] ▼ **Or** [_____ ▼]

Notes: (Optional)

[   ]

You have 350 characters remaining

Assign Course   **<< Return to IDP Management**

IDPs Pending Your Review		
Name	**IDP Submit Date**	**Employee Email**
☐ CRONIN , ROBERT E	07 Feb 2008	aitasstu@asmr.com
☐ AVEY, MARK S	24 Jan 2008	aitasstu@asmr.com
☐ JONES, LES	14 Feb 2008	lliu@asmr.com
☐ TOWNSEND , INGEBORG	24 Jan 2008	
☐ KENANIDIS , MINAS	24 Jan 2008	

Access this area by clicking "Click here to assign a course to the multiple pending employees" link on main IDP Management page. Check individuals to have course added to their pending IDP.

Supervisor –

☒	Supervisor Added	FC DL	Foundation Course - (DL)		FY 2008	No	📄	No
☒	Supervisor Added	BC DL	Basic Course - (DL)		FY 2008	No	📄	No
	Employee Added	AC	Advanced Course		FY 2008	No	📄	**Yes**
	Employee Added	AC DL	Advanced Course - (DL)		FY 2008	No	📄	**Yes**
	Employee Added	NB7APPA	NSPS PAY POOL ADMINISTRATOR WORKSHOP		FY 2008	No	📄	No
	Employee Added	FB8ACP4AA8	CODING PERSONNEL ACTIONS		FY 2008	No	📄	**Yes**
	Employee Added	IC	Intermediate Course		FY 2008	No	📄	**Yes**
	Employee Added	D8AMP0	PROJECT MANAGEMENT		FY 2008	No	📄	No
	Employee Added	BC	Basic Course		FY 2008	No	📄	**Yes**

Add Another Course

Comments (Optional):

You are approved.

Approve   **Disapprove**   **<< Return to IDP Management**

KENANIDIS , MINAS   24 Jan 2008

KOLLER , ALBIN   24 Jan 2008

TOWNSEND , INGEBORG   24 Jan 2008

Status of Previous Actions		
Name	**IDP Status**	**Employee Email**
JONES, LES	Approved	lliu@asmr.com

Clicking Approve/Disapprove records the action on the Supervisor IDP screen under "Status of Previous Actions," and e-mails the employee.

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Supervisor – IDP Report Options

Note: IDP Status of My Employees is only report available at this time.

Supervisor – IDP Report

Note: Report returns individuals with Supervisor's e-mail address in student profile.

Questions?